



V. M. SALGAOCAR INSTITUTE  
*of*  
INTERNATIONAL HOSPITALITY EDUCATION

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Established by Vishwa Saraswati Society (Reg. No. 10/Goa/2007)

CRITERION – 6 GOVERNANCE, LEADERSHIP AND MANAGEMENT	
Key Indicator	<b>6.3 Faculty Empowerment Strategies</b>
Metric No.	<b>6.3.2</b>

- Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years
  - 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years
  
- **Policy document on providing financial support to teachers**



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2<sup>nd</sup> July 2018

### FACULTY DEVELOPMENT POLICY

V.M. Salgaocar Institute of International Hospitality Education is committed to supporting continuous learning for faculty members through faculty development initiatives related to; excellence in teaching learning, research, consultancy and extension thereby transforming faculty members into thought leaders to make our institute a knowledge centre.

This policy shall apply to all teaching staff across different levels. The policy includes all aspects of required competencies for excellence in teaching, research, consultancy and industry connect.

The institute shall organize workshops on improving faculty capabilities in terms of knowledge, skills, abilities and attitude to develop competencies for taking up higher level positions in the institute.

The faculty shall involve in publishing scholarly articles and research findings in reputed journals. It is the responsibility of the Faculty Development Cell (FDC) of the institute to organize training/input sessions for the entire VMSIIE faculty by eminent scholars from reputed national/international institutions. There shall be a minimum of two such programmes in an academic year. Feedback from the faculty should be obtained by the Cell and mechanisms to assess the impact should be developed by the Cell.

Financial Assistance/ encouragement to faculty shall be provided for the following:

- a) Presenting research papers in national and international seminars
- b) Publishing research papers in national and international journals
- c) Authoring academic books
- d) Visiting institutions of excellence at the national and international level

In order to encourage scholarly contributions of faculty members, our institute is committed to send Faculty for programs in Universities within the state and outside the state.

**Prof. Irfan.S. Mirza**  
**DIRECTOR/PRINCIPAL**



SOP REVIEW FORM

SOP Title	ATTENDING CONFERENCE, SEMINAR, WORKSHOP AND PUBLICATION OF PAPER IN SCHOLARLY JOURNAL
Revision Number	
Revision Date	12/07/2023
Revision Suggested By	Prof. Irfan S Mirza
Reason for Revision	Revised Sr. No 14 and Added Sr.No 16 to the document.
SOP Revision Appropriate	YES/NO  <i>Arif</i> 12/7 Administrator
Approved By:  <i>[Signature]</i> Director / Principal	

*Approved*  
*[Signature]*  
20/7/23





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## **SOP - ATTENDING CONFERENCE, SEMINAR, WORKSHOP AND PUBLICATION OF PAPER IN SCHOLARLY JOURNAL**

### **Objectives:**

1. To sponsor faculty members who wish to attend national conferences, seminars, and workshops at State ,National and International level.
2. To encourage innovative research and academic programs.
3. To enable faculty members to exchange knowledge and ideas in National forums and gain knowledge and experience in his/her discipline.
4. To represent the Institute in all such fora.
5. Incentivise paper publication to faculty/staff to enhance their research output.

### **General Rules /Guidelines**

1. The conference, seminar, or workshop should be organized by a reputed institute, Organisation or a recognized University.
2. Faculty should have an official invitation to attend/ present the paper at the seminar, conference/ workshop.
3. Faculty attending seminar/ conference is required to obtain prior approval of Director/Principal.
4. Faculty attending Seminar, Conference/ workshops will be granted academic leave at the discretion of the Director/Principal.
5. Maximum of two faculty members will be allowed to attend the same State/National Level seminars/ Conference/workshops in an academic year , provided it doesn't affect the academic schedule.
6. Faculty may be allowed to present the research papers within one year of joining at the discretion of the Director/ Principal, however if faculty leaves the organisation before

Updated on 2nd December, 2021

Updated on 27th August, 2022

Updated on 11<sup>th</sup> January, 2023

Updated on 12<sup>th</sup> July, 2023



completion of one year of service, then faculty will have to refund the expenses incurred by the institute towards such seminar / presentations.

7. Faculty should present the research paper to the Director/Principal prior to their presenting the paper at the seminar/conference, mentioning the objectives/purpose and the benefits of the research.
8. All expense claims should be supported with original bills and paid receipts.
9. Participants should submit a detailed report of the conference/seminar/workshop along with the necessary documents on return.
10. If the faculty fails to attend the approved conference, seminar, or workshop without any valid reason then the faculty will not be granted Permission to attend further Presentation etc. during the said Academic year.
11. The publication should be in recognized UGC CARE Journals/ Scopus/Web of Science or any other journal recognized by UGC.

**12. State Level :**

- A registration fee Rs.3,000/- approx. to be paid by the institute.
- Reimbursement of travelling expenses from institute to place of conference.
- No DA will be paid for attending the Conference/Seminar/Workshop.

**13. National Level:**

- Maximum Expenses of upto Rs 15,000/- per faculty will be borne by the institute. Expenses over and above Rs 15,000/- should be borne by the participating Faculty.



#### 14. Publication

An incentive for publication in recognized journals as below:

- |                |             |
|----------------|-------------|
| 1. SCOPUS      | Rs. 5,000/- |
| 2. UGC CARE    | Rs. 4,000/- |
| 3. UGC Referee | Rs. 2,000/- |
| 4. ISBI/ISSN   | Rs. 1000/-  |

#### 15. International Level:

- Paper Presentation has to be vetted by the committee from the institute.
- Maximum of three faculty members will be allowed to attend seminars/ workshops in an academic year, provided it doesn't affect the academic schedule.
- The expenses towards paper presentation in international forum will be decided by the management on case to case basis.
- Faculty attending seminar/ conference is required to obtain prior approval of Director/Principal and Management.

#### 16. Membership:

- Teaching faculty may apply for membership with well recognized body/organization and only one membership per faculty will be permitted at the discretion of the Management.
- Three to five memberships on an annual basis will be available to the teaching faculty.



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### **Vetting Committee**

The Constitution of the Vetting Committee is as follows:

- |                       |              |
|-----------------------|--------------|
| 1. Director/Principal | Chairman     |
| 2. Administrator      | Convenor     |
| 3. Senior Faculty     | Co-ordinator |
| 4. Faculty            | Member       |
| 5. Faculty            | Member       |

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